

**GRAFTON ELEMENTARY SCHOOL**  
**Field Trip Request Form**

**Directions:** This form is to be used when class or other activities are anticipated to cause student class absences.

Class: \_\_\_\_\_

Proposed Location of the Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_ Number of Students: \_\_\_\_\_

Cost of the Activity:

Students (Total): \_\_\_\_\_ Per Student Cost: \_\_\_\_\_

Group: \_\_\_\_\_ Budget Source: \_\_\_\_\_

District: \_\_\_\_\_ Reason: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Staff Attending: \_\_\_\_\_

\_\_\_\_\_

Parents Attending: \_\_\_\_\_

\_\_\_\_\_

Educational purpose of the activity:

Reason why this activity should be held in competition with class time:

\_\_\_\_\_  
Adult Requestor's Signature/Date

\_\_\_\_\_  
Principal's Signature/Date

\_\_\_\_ Approved      \_\_\_\_ Denied- Reason: